

COMMISSION MEETING MINUTES
October 29, 2013

The Board of Davis County Commissioners met in room 303 of the Davis County Administration Building, Farmington, Utah on October 29, 2013. Members present were Commissioner John Petroff, Jr. - Chair, Commissioner Louenda H. Downs, Commissioner P. Bret Millburn, Clerk/Auditor Steve S. Rawlings, Chief Deputy Civil County Attorney Bill McGuire, and Deputy Clerk/Auditor Janet Hanson.

Paula Stephenson, Vice-Commander, American Legion, Department of Utah, led the Pledge of Allegiance. All in attendance were invited to stand and join in.

Recognition of
American
Legion Boys
State and Girls
State Graduates

Bob Jones, President, American Legion Utah Boys State, and Virginia McKay, American Legion Auxiliary Utah Girls State, along with approximately 45 graduates of the program were in attendance. There were 65 boys and 53 girls representing Davis County at Boys State & Girls State. Mr. Jones & Ms. McKay described their programs which teach high school juniors and seniors how our form of government works. The students experience included working with sitting elected and appointed civic leaders from across northern Utah, who shared with students some of the challenges and solutions generated within our communities. Participants earned three college credits by attending. Many were recipients of college scholarships offered by both Weber State University and Southern Utah University. Mr. Jones introduced those in attendance who make this program a success; Paula Stephenson, Vice-Commander, American Legion, Department of Utah; Ken Hoyel, Executive Director of Boys State; Robert Nicolas, Fundraiser for Utah Boys State Foundation; and Area One Commander John Sheets. The Commissioners commended the students for taking the initiative in their participation in this program, praising them as they are the future leaders of our country, and encouraged them to continue on this path. The Commissioners presented each student in attendance a letter of commendation and a Davis County pen set. Voter registration applications were made available to the students.

15th Annual
Great Salt Lake
Bird Festival
report

Neka Roundy, Davis County Community & Economic Development Specialist, provided a synopsis of the 15th Annual Great Salt Lake Bird Festival held in May. There was an estimated 2,000 participants representing 19 states and Germany. It is estimated there was a \$205,000 economic impact. The student art contest, sponsored by the Commissioners Cup Grant and partnering with the Davis School District, included 356 student artists (from throughout the state), who submitted renderings of the spotlighted Long Bill Dowager. There were 190 bird species identified during the Festival. At the “Big Stay” (24 hour period) at Farmington Bay, 88 species of birds were seen. Mrs. Roundy hopes the Festival will foster the next generation of “birders.” The Commissioners commended Mrs. Roundy for her enthusiasm and organizational skills. Mrs. Roundy gave credit to the volunteer Bird Festival Committee.

Amendment
#2012-356A
Utah Dept of
Health for
outbreak
response

Lewis Garrett, Davis County Director of Health, presented amendment #2012-356A with the Utah Department of Health. It is in the receivable amount of \$9,795.25 for the time period of August 1, 2013 through July 31, 2014. This allows the Health Department to work with Utah’s hospitals, long term care facilities and other health care settings to be responsible for responding to local and multi- jurisdictional outbreaks of healthcare associated infections. Commissioner Downs made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2013-544 with
Davis
Behavioral
Health SSBG
funding for
Latch Key

Greg Johnson, Davis County Planning Department, presented agreement #2013-544 with Davis Behavioral Health, Inc. for a Social Services Block Grant (SSBG) for funding operating expenses of the Latch Key/Youth of Utah program operated in Title One schools in Davis County. This program helps tutor LMI

Program (low to moderate income) students in hygiene and personal care. The payable amount is \$10,000 for the contract period of July 1, 2013 through June 30, 2014. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2013-545 Loomis for armored car services Mark Altom, Davis County Treasurer, presented agreement #2013-545 with Loomis for armored car services. It is a one year contract from the date of signing in the payable amount of \$4,769. This is for the safety and well being of employees for banking purposes. Commissioner Downs made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

FBI agreement tabled The agreement with the Federal Bureau of Investigation was tabled.

Summary list #2013-546 for rentals at Legacy Events Center The following summary list #2013-546 for rentals at the Legacy Events Center was presented:

Atwood Party	Larocca SG
Avalanch 06 Black North RD	Larocca TK
Blasters	Real Kaysville
Burgess, Kimberly	Schoepp, Edie
Davis County Sheriff’s Assoc	Utah Cutting Horse Assoc
Garcia Wedding Anniversary	Utah Fancy Poultry Assoc
Intermountain Slurry	Utah State CMA Rally
Karen Pryor Academy	Utah VHF Society
Kaysville Crushers	Wasatch Barcelona
Larocca-Laurie Livermore	Wasatch Working Australian

Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Summery list #2013-547 internet connection users for Recorder’s Office Information was presented:

Beehive Title	Snow, Christensen & Martineau
Huntsman, Lofgran & Assoc., PLLC	Southwest Consulting Services
Redemption Partners	The Leavitt Agency
Seal & Kennedy, A Professional Corp	Zions Bank – Evaluations Dept.

Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Presentation of Tentative Budget for 2014 Curtis Koch, Davis County Chief Deputy Audit/Finance Clerk/Auditor’s Office, indicated by Utah State Code the Clerk/Auditor is to present a tentative budget to the Commission for review on or before November 1. Mr. Koch thanked all the department heads and staff who have worked diligently to put a budget out, per direction, to be “flat”. He acknowledged the work of several department heads who met that request. In addition to their efforts, the Budget Committee cut \$10,000,000 of proposed budget requests to help balance expenses to operations. The Budget Committee is composed of: Steve Rawlings, Clerk/Auditor; Commissioner Downs; Commissioner Petroff; Commissioner Millburn; Mark Altom, Treasurer; Jonathan Lee, Director of Finance Clerk/Auditor’s Office; Mel Miles, Personnel Director; Mark Langston, Information Systems Director; Terry Tremea, Chief Deputy of Internal Audit Clerk/Audit; and David Cole, Chief Deputy Attorney’s Office; and Curtis Koch, Chief Deputy Audit/Finance Clerk/Auditor.

Jonathan Lee, Davis County Director of Finance Clerk/Auditor, made available to the public and provided the Commissioners a handout of the 2014 Tentative Budget for Davis County (see below). He requested tentative approval of the tentative budget for 2014. He highlighted the proposed balanced budget:

- It has no tax increase for the County.
- There is no COLA (cost of living allowance) built into the budget.

- There is a performance pay for merit eligible employee which averages about 2% County wide.

Mr. Lee explained in approximately 2005, Davis County passed a resolution (#2003-263) to maintain the General Fund fund balance between 15-20% of revenues. The proposed tentative budget for 2014, General Fund, ending fund balance is \$12.4 million which represents approximately 18%, which meets the requirements of the resolution which was passed. This balance in the General Fund helps with our bonding interest rates.

Mr. Lee made the following explanation regarding the “Reconciliation to 2014 Balanced Tentative Budget” listed on the bottom portion of the handout. This portion shows how the revenues (\$102,149,818) vs. expenditures (\$109,230,970) are balanced out. Expenses related to capital projects are taken out (indicated in the red) which then is \$100,625,817 in revenues and \$104,729,003 in expenditures. From the Health Fund, a partial repayment is being transferred to capital projects funds of \$2,500,000 which will help fund 2014 Public Works projects. There is an estimated 2013 unspent fund/carryover fund which are budgeted for 2013 which are not anticipated to be spent of approximately \$2,225,000. The use of fund balance is \$1,800,000. In 2014 the Library will begin building the Kaysville Library so they will be using their fund balance. Mr. Lee requested a tentative approval of the 2014 proposed tentative budget.

Comments
regarding
budget process

Commissioner Downs noted the carry over is not something you see in all entities. Departments budget and work throughout the year to tighten their budget and are able to, through different opportunities that come up; i.e. a retirement and then not immediately rehiring. Having that amount of carryover says a lot for the organization that continues to work throughout the year on opportunities and ways to function in an efficient manner.

Commissioner Millburn spoke regarding the process indicating the amount of work which has been put into this tentative budget. He congratulated Steve Rawlings and his staff, specifically Jonathan and Curtis. He also commended the department heads. He indicated there are always more needs and wants than there is capacity to fill. This year wasn’t any different than any other year. Even though there was \$10 million taken out of department requests, those requests are manageable compared to some other entities, and some of the philosophies some of the other entities operate under. He hears of other counties or cities that shoot for the moon and have a harder challenge to pare that back. He appreciates the support of the department heads and each individual employee participating to fulfill their responsibilities.

Commissioner Petroff indicated he felt it was a good budget season this year as they worked together. They learn a little bit more from department heads each time they meet of what they do within their own departments and how they’re trying to be efficient and how they are trying to provide the very best service they can. He reiterated, the very best asset the County has is its employees, which starts at the top with department heads and the great job they do.

Steve Rawlings felt it was important to inform those that are not aware, of Davis County’s budgeting process which is different than other counties that he has been able to ascertain as he attends meetings with other auditors across the state. And that is, the code says the budget officer presents a budget to the Commissioners, on or before November 1st. Then the Commissioners, in a lot of the counties, take that budget and they come up with their changes on or before the end of December passing the final budget. In Davis County we have, what he calls, taken the concept of “let’s work together as a team” the first go-round, by getting the Commissioners involved as part of the Budget Committee. When the tentative budget is presented November 1st we’re so much further ahead in our process than other entities because that pretty well ends up being the final budget that is passed in December. We eliminate a lot of extra expense and duplication of effort in that process. He thanked the Commissioners and the Budget Committee. He indicated all of the meetings have been advertised properly so there are no open meeting law violations. There were a

few closed sessions where we involve proper sections of the code to allow for closed sessions which are advertised as such. He thanked the Commissioners for their consideration.

Commissioner Millburn made a motion to tentatively approve the tentative budget. Commissioner Downs tentatively seconded the motion. All voted aye.

Mr. Lee indicated the tentative budget will be provided to the departments. Between now and the scheduled 2014 Budget Hearing, scheduled for Tuesday, December 10th at 6:00 pm, as the department heads review the tentative budget there may be some “massaging” of the numbers having given them the opportunity to review it.

Budget Final Page

Total Davis County Budgets 2014

Operating budget

Worksheet

Projected Beginning Fund Balances

Revenues

Expenditures

Transfer In

Transfer Out

Projected Ending fund Balances

10	General Fund	15,012,845	65,807,455	63,914,825	1,091,000	5,642,102	12,354,373
11	Aging Services	984,353	3,022,910	4,826,960	1,717,000		897,303
15	Health Department	4,277,215	9,167,157	11,529,944	2,517,390	2,500,000	1,931,818
18	Tourism	1,745,971	5,386,300	4,216,519		1,317,900	1,597,852
19	911 Emergency	78,933	1,549,010	1,902,869	280,000		5,074
20	MBA Special Revenue	377,567	237,710	100		154,965	460,212
21	B Roads	1,139,586	1,030,000	1,326,100	350,000	35,000	1,158,486
23	Library	5,242,034	6,762,851	8,237,851			3,767,034
24	Floods	2,375,271	24,001	2,001,967	3,500,000	2,237,360	1,659,945
25	Special Services	2,792,202	1,214,500	1,034,369	35,000	225,000	2,782,333
31	Jail Bonds	4,163,323	2,097,200	1,821,200			4,439,323
32	MBA Debt Service	3,445	418,798	1,700,965	1,282,677		3,955
33	Revenue Bonds Debt Service	1,149,240	331,100	3,566,800	3,230,260		1,143,800
42	Campus / Jail Constr.						
43	Special Capital Projects						
45	Capital Projects	4,737,635	1,500,000		2,500,000	3,500,000	5,237,635
51	Enterprise Golf	2,977,375	2,428,626	2,532,671		16,000	2,857,330
52	Enterprise Commissary	342,225	1,172,200	617,830		875,000	21,595
71	Trust Funds						
TOTAL:		47,399,220	102,149,818	109,230,970	16,503,327	16,503,327	40,318,068
61	Insurance	2,714,018	795,864	899,143			2,610,739
62	Telephone & Security	1,380,398	504,652	501,761			1,383,289
63	Building Maintenance	1,547,601	4,328,527	4,213,708			1,662,420
TOTAL:		5,642,017	5,629,043	5,614,612			5,656,448

Reconciliation to 2014 Balanced Tentative Budget:		
	Revenues	Expenditures
TOTAL	102,149,818	109,230,970
Less Revenue/Expense related to Capital Projects		
Fund 24 - Flood	(24,001)	(2,001,967)
Fund 45 - Capital Projects	(1,500,000)	0
	(1,524,001)	(2,001,967)
SUB-TOTAL	100,625,817	107,229,003
Health Fund partial repayment to C.P. Fund	2,500,000	
Estimated 2013 Unspent funds to be carried over and used in 2014	2,250,000	
Use of Fund Balance - All funds	1,853,186	
2014 Balanced Tentative Budget	107,229,003	107,229,003

Budget Change
Planning Dept

Barry Burton, Davis County Planning Department Director, presented a budget change to:

- Increase line item 25-4242-621Contract Services by \$25,000
- Increase line item 25-3424-000 Building Inspection Fees by \$25,000

He explained there was an unforeseen major plant upgrade project by the North Davis Sewer District. The revenue received from the building inspection fees will cover the cost of contract services. Commissioner Downs made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Budget Change
Sheriff’s Office

Steve Rawlings presented a budget change for the Sheriff’s Office to:

Property Tax
Register
Approved

Commission
Meeting
minutes
approved

Check registers
approved

Closed Session

Meeting
reconvened

- Increase line item 10-3421-010 Sheriff Search & Rescue by \$15,033.22
- Decrease line item 10-4210-280 Telephone by \$7,966.78
- Increase line item 10-4210-745 Equipment by \$23,000.00

Mr. Rawlings explained the Sheriff’s Office receives an annual reimbursement from the State of Utah for Search and Rescue. They would like to utilize those funds as well as the \$7,966.78 of unspent funds to purchase a Snowcat and trailer for year round access to Farmington Canyon, etc. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Commissioner Millburn made a motion to convene as the Board of Equalization. Commissioner Downs seconded the motion. All voted aye.

Dale Peterson, Davis County Tax Administration Director, presented the Property Tax Register. The register reflects; 11 corrections, 81 property tax valuation appeals for approval, 11 for dismissal/denial and 1 adjustment for penalty and interest. Commissioner Downs made a motion to approve. Commissioner Millburn seconded the motion. All voted aye.

Commissioner Millburn made a motion to reconvene the regular Commission Meeting. Commissioner Downs seconded the motion all voted aye.

Commissioner Downs made a motion to approve the Commission Meeting minutes of October 22, 2013. Commissioner Millburn seconded the motion. All voted aye.

Check registers as prepared by the Davis County Clerk/Auditor’s Office were approved with a motion from Commissioner Millburn. Commissioner Downs seconded the motion. All voted aye. Documents are on file in the office of the Davis County Clerk/Auditor.

No Commissioner Comments

No Public Comments

Commissioner Downs made a motion to move into closed session according to Utah Code Annotated (UCA) 52-4-205(1)(a) discussion of the character, professional competence, or physical or mental health of an individual. Commissioner Millburn seconded the motion. All voted aye.

At 11:55 am Commissioner Downs made a motion to reconvene the regular Commission Meeting. Commissioner Petroff seconded the motion. All voted aye.

Meeting adjourned

_____/s/ Steve S. Rawlings_____
Clerk

_____/s/ John Petroff, Jr._____
Chair